



Bureau of Workers' Compensation  
220 French Landing Drive, I-B  
Nashville, TN 37243-1002  
615-532-1319  
FAX: 615-253-6256

### EMPLOYEE MISCLASSIFICATION TIP FORM

**Misclassification occurs when workers that should be treated as *employees* are incorrectly treated, by the employer, as *independent contractors*. This is unfair to the workers and unfair to other employers.**

Why do you think there is misclassification? \_\_\_\_\_

Business Name: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Name of a contact person at the business: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other locations or worksites: \_\_\_\_\_

Describe what kind of work the Employees of this Business perform: \_\_\_\_\_

How did this come to your attention? (please be specific) \_\_\_\_\_

When are the workers typically on the worksite? \_\_\_\_\_

How are they paid? Cash \_\_\_\_\_ Payroll Check \_\_\_\_\_ Personal Check \_\_\_\_\_ Other \_\_\_\_\_

Are taxes deducted? No \_\_\_\_\_ Yes \_\_\_\_\_ Unsure \_\_\_\_\_ Are pay stubs provided? No \_\_\_\_\_ Yes \_\_\_\_\_

Are deductions taken out of for workers' compensation premiums? Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure \_\_\_\_\_

When are the wages paid? Daily \_\_\_\_\_ Weekly \_\_\_\_\_ When job is completed \_\_\_\_\_ Other \_\_\_\_\_

How many hours per week do the employees normally work? \_\_\_\_\_

**If you are willing to be contacted about this request, please provide your:**

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Printed Name of Requesting Party: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_